

The Chemung County Library District, with neighborhood libraries in Big Flats, the Bookmobile, Elmira, Horseheads, Van Etten, West Elmira, and on the web at www.ccld.lib.nv.us

### Agenda

The July 2020 meeting of the Board of Trustees of the Chemung County Library District will be held will be held on Thursday July 16 at 6:00 pm at the **Steele Memorial Library**, **101 E. Church St., Elmira, NY 14901. The meeting will be available online.** The agenda for the meeting is listed below. If you are unable to attend, please inform Ms. Dworkin (607-398-2021), Mrs. Mellott (733-8607), or Mr. Shaw (733-8611).

- 1. Call to order
- 2. Pledge of allegiance
- 3. Introduction of Members
- 4. Approval of minutes (document #2020-37)
- 5. Treasurer's report
  - a) Financial report (document 2020-338)
  - b) Report of Unpaid Bills Detail (document 2020-39)
- 6. Correspondence
- 7. President's report (Dworkin)
- 8. Director's Report

#### **Consent Item: Approval of Personnel Actions**

Resolved that the CCLD Board of Trustees approve the personnel actions as submitted.

- 9. Committee reports:
  - a) Executive Committee (Dworkin)
    - 1) Report of the Committee meeting (document 2019-40)
  - b) Budget & Finance Committee (Schamel)
    - 1) Report of the Committee meeting (document 2019-41)

#### **Consent Item: Approval of 2021 Budget**

Resolved that the CCLD Board of Trustees approve the 2021 Budget as submitted.

- c) Building & Grounds Committee (Schwesinger)
  - 1) Report of the Committee meeting (document 2019-42
- d) Personnel Committee (Appenzellar)
- e) Election and Continuity Committee (Rogan)
- f) Advocacy Committee
- 10. Executive Session
- 11. Old business
- 12. New business
- 13. Period for public expression
- 14. Adjournment

# (Minutes of the June 23,2020 meeting of the Chemung County Library District Board of Trustees. Document #2020-37)

The meeting was called to order at 6:00 pm by President Rachel Dworkin. Present via Zoom were Pat Silvernail, Martha Smith, Kevin Hansen, Jessica Roberts, Phyllis Rogan, Bonnie Chollet, Jack Schamel, Karl Schewesinger, Pam Larnard, Penny Appenzellar, Crystal Gullo-Buzzetti, and Lee Saginario. Also present were Ron Shaw and Holly Melott on behalf of the Library District's Administration.

**Minutes.** The minutes of the May 2020 meeting (Document #2020-31) were presented for board review. Mr. Schamel moved, seconded by Ms. Gullo-Buzzetti to accept the minutes as presented in writing. **VOTE: Unanimously Approved.** 

**Financial Report.** The May 31, 2020 Financial Report (Document #2020-32) was presented for board review. Mr. Schamel moved, seconded by Ms. Gullo-Buzzetti to approve the May Financial Report as distributed in writing. **VOTE: Unanimously Approved**.

**Report of Unpaid Bills (Document #2020-27)** Ms. Gullo-Buzzetti moved, seconded by Ms. Silvernail that the board authorize the payment of the unpaid bills dated 6/18/20 for the General Fund - \$64,529.05 and for the Grant fund \$867.99 as distributed in writing. **VOTE: Unanimously Approved. Ms. Dworkin moved that Mr. Shaw be given authority to sign checks, in lieu of the board not meeting in person due to the corona pandemic. Seconded by Ms. Appenzellar. VOTE: Unanimously Approved.** 

Correspondence. Nothing to report at this time.

**President's Report.** Ms. Dworkin continues to closely monitor the pandemic situation. She appreciates the boards support and flexibility during this challenging time. July meetings will be held in person at the Steele Memorial Library and via Zoom.

# <u>CONSENT ITEM</u>: Mr. Schamel moved, seconded by Gullo-Buzzetti that the board approve the COVID-19 Reopening Plan as submitted. VOTE: Unanimously Approved.

Director's Report. Mr. Shaw reported on the following:

- Staff are in the building at a 50% capacity, remaining staff continue to work from home.
- Bookdrop is open, items are being quarantined for 72 hours, no late fees will be applied until at least 7/1/20, potentially later, STLS will make that determination.
- Curbside pickup procedure details will be announced soon.
- The electronic sign at Steele is in place and functioning well. Supervisors will be trained on programming.
- After visiting each of the branches, Mr. Shaw has worked with CSEA to develop a Workplace Violence Protection Plan, which has been submitted to the state. Staff will receive two separate phases of training, which will be completed by August 18, 2020.
- The old boiler at Steele has been removed and the concrete pad has been poured. The project is ahead of schedule and should be completed by mid-July.

# **<u>CONSENT ITEM</u>**: Ms. Rogan moved that Personnel Actions are approved as submitted. Seconded by Ms. Larnard. VOTE: Unanimously Approved.

**Executive Committee.** The report of the Executive Committee was presented in writing to the board (Document #2020-34)

**Budget & Finance Committee.** The report of the Budget & Finance Committee meeting was presented in writing to the board (Document #2020-35)

**Buildings & Grounds Committee.** The report of the Buildings & Grounds Committee meeting was presented in writing to the board (Document #2020-36)

Personnel Committee.

**Election & Continuity Committee.** 

Advocacy Committee.

Old Business. Mr. Schamel moved, seconded by Mr. Schewesinger that the proposed amendments to Article 3, Section 5 be entertained. Vote: Unanimously Approved. Ms. Dworkin moved, seconded by Mr. Schamel, that Article 3, Section 5 of the bylaws be amended as follows: "In the event that there is a tie vote, each of the candidates will be given the opportunity to withdraw. If neither candidate withdraws, the tie will be broken utilizing one of the following methods: flipping a coin, cutting a deck of cards with the higher card indicating the winner or by drawing lots. If there are more than two candidates with the same number of votes the winner shall be determined by drawing lots." VOTE: Unanimously Approved.

Mr. Schamel moved, seconded by Mr. Hansen, to entertain the proposed amendment to Article 4 Section 1 of the by-laws. VOTE: Unanimously Approved. Mr. Schamel moved, seconded by Ms. Dworkin, to table the proposed amendment to Article 4 Section 1 of the by-laws. VOTE: Unanimously Approved.

New Business. Mr. Schamel made a motion, seconded by Ms. Gullo-Buzzetti that Mr. Shaw be given permission to sign a check to pay for the purchase of sneeze guards to be installed at each of the branches, up to a maximum cost of \$3500. VOTE: Unanimously Approved.

Mr. Schamel made a motion that the board go into executive session, seconded by Ms. Gullo-Buzzetti. VOTE: Unanimously Approved. Mr. Shaw & Ms. Melott were dismissed.

The next regular meeting of the board will be held on Thursday, July 16, 2020 at 6:00pm at the Steele Memorial Library and online via Zoom.

	AUNG COUNT	CHEMUNG COUNTY LIBRARY DISTRICT	RICT			(DOCUMENT #2020-38)
Financial Report - June 30, 2020						
Income	2020 Annual Budget	Received to Date	Balance Remaining	<b>Percentage</b> <b>Received</b>	Percentage through Year	Notes
Library Fines, Fees & Contributions	\$ 60,025	\$ 289,133 \$	(229,108)	481.69%		Covid Project: \$3475-Memorial: \$277 070 28.
Grants (other than N.Y.S.)		-				HH Friends \$8600.Ukelele class\$960.Art Connect \$5758. Friends \$18.000
Foundation Contributions		-	160,000	20%		St Foundation \$20.000
Library District Tax Receipts	3,1	\$ 3,180,354	(65,239)	102%		
PILOT Funds	\$ 70,000			%0		
Interest on Investments	\$ 8,000	\$ 2,671	5,329	33%		
State Aid						
Central Library Development			99,272	%0		
Central Book Aid			67,599	%0		
Local Library Services Aid	\$ 39,546		39,546	0%0		
Other State Aid						
TOTAL INCOME	\$ 3,659,557	\$ 3,553,925 \$	77,400	%26	20%	
Expense	Annual Budget	Expended to Date	Balance	Percent	Percentage	
Personnel					24	
Salaries	1,675,556	\$ 806,493 \$	869.063	48%		
Overtime & Holiday Salaries	22.619	\$ 4.946		2/066		
Employee Benefits		+	610611	0/77		
FICA	179 910	\$ 62711 ¢	66 100	1007		
NY State Refirement	767 067	11/50 0		49%		
Medical & Dental	201,901	470,01		66%		
Other (Disshility Wr. Come Hamm)	010,497	299,140	7	58%		
Cuter (Disduility, WK. Comp, Unemp)	1/,980	+		109%		
Subtotal - Fersonnel Expenses	2,632,527	1,369,483 \$	1,263,044	52%	50%	
Contractual						
Equipment	62,310	\$	52,264	16%		Grant funds: \$1875
lelephone	14,800	\$	5,266	64%		
Supplies	48,700	\$ 24,152	24,548	50%		Crant \$10171. HH Foundation \$158. Mitting \$842
Travel & Continuing Education	12,915	s	9,493	26%		
Repairs & Maintenance	27,010	\$ 6,511	20.499	24%		
Postage	2,000	\$ 1.756	244	88%		
Library Materials (books, video, etc.)	375,041	\$ 109,837	265,204	29%		Gifts \$6710-HH Friends \$40
Utilities	60,200	\$ 30,583	29,617	51%		
Building Cleaning Supplies	13,700	s	(1,709)	112%		
Fuel, Gas & Oil (Bookmobile)	3,100	s	1.866	40%		
Insurance	33,577	S S	(26)	100%		
Vehicle Operation / Maintenance	7,000		7.000	0%0		
Professional Fees (audit, engineer/legal fees)	22,175	\$ 31,698	(9.523)	143%		
Data Processing Expenses (Cost Share)	131,681	\$ 82,382	49.299	63%		
Payment of Taxes	5,080	\$ 5,111	(31)	101%		
Library Programming	37,997	\$ 27,644	10.353	73%		Grant Funde\$6325 incl Tlab. Friende \$2145. UU Erlond-\$2022. Mir. \$222
Chemung County costs (B&G, vision)	14,000	\$ 1,108	12.892	8%		
Capital Improvements STATE CONST see below	10,000	\$ 26,127	(16.127)	261%		
Contingency Fund	52,643		52,643	0%0		
Subtotal Expenses	\$ 3,566,456	\$ 117,89,711 \$	1.7	50%	20%	
2019 & 2020 State Construction Projects					2122	
TOTAL EXPENSES	\$ 3,566,456	\$ 1.789.711				

2:54 PM

07/01/20

### Chemung County Library District General Fund Unpaid Bills Detail As of July 1, 2020

Туре	Date	Мето	Open Bala
Agostino & Co. P Bill	erforming Arts 07/01/2020	7/8 online prog @ St "Story Faces"	750.00
Total Agostino & C	o. Performing A	Arts	750.00
Amazon Credit PI Bill	an 07/01/2020	Purchases all libraries 5/1-6/9 - including PPE - cost to all lib	2,672.75
Total Amazon Cree	lit Plan		2,672.75
Bright Star Childr Bill	en's Theatre, L 07/01/2020	/17 program at HH online	350.00
Total Bright Star Cl	nildren's Theatr	e, LLC	350.00
Brodart Co. Bill	07/01/2020	labels & movie cases - St Juv/BF/WE	37.91
Total Brodart Co.			37.91
Bryan Boynton Bill	07/01/2020	IT phone stipend for on call - for 2nd quarter 2020	90.00
Total Bryan Boynto	n		90.00
Chemung County Bill Bill	Sewer District 07/01/2020 07/01/2020	2020 fees for WE 2020 fees for ST	30.88 569.35
Total Chemung Cou	inty Sewer Dist	rict	600.23
Deborah L. Brimm			
Bill	07/01/2020	IT phone stipend for on call - for 2nd quarter 2020	90.00
Total Deborah L. Br	Immer		90.00
Demco, Inc. Bill	07/01/2020	audiobook cases for BF	128.64
Total Demco, Inc.			128.64
Doris Jean Metzge Bill	r 07/01/2020	reimb for webcam purchase to be used for Teen programs	53.99
Total Doris Jean Me	tzger		53.99
Elmira Water Board Bill	d 07/01/2020	Water bill St 04/07-06/08/20	38.50
Total Elmira Water E	Board		38.50
Emma Howard Bill	07/01/2020	mileage reimb 6/10-7/1	9.43
Total Emma Howard			9.43
Filomena Jack Bill	07/01/2020	online program "Who Do you Invite to your Mental Houseparty" - 7/14 pd w/grant funds	150.00
Total Filomena Jack			150.00
Horseheads Printin Bill	<b>g</b> 07/01/2020	monthly flyers - pd by HH Foundation	393.78
Total Horseheads Pr	inting		393.78
Image Integrator Bill	07/01/2020	Toner Cartridge - microfiche @ St	425.00
Total Image Integrate	or		425.00
Ingram Library Serv Bill	ices 07/01/2020	All libraries - June - Library material	205.89
			12 <u>2</u> 077

2:54 PM

#### 07/01/20

### Chemung County Library District General Fund Unpaid Bills Detail As of July 1, 2020

Туре	Date	Memo	Open Bala
Bill Bill Bill Bill Bill Bill Bill Bill	07/01/2020 07/01/2020 07/01/2020 07/01/2020 07/01/2020 07/01/2020 07/01/2020 07/01/2020 07/01/2020	All libraries - June - Library material All libraries - June - Library material	520.17 274.08 1,090.42 398.33 177.64 948.96 1,336.13 2,055.16 610.04
Total Ingram Librar	y Services		7,616.82
Julie Spicer Bill	07/01/2020	Tai Chi programs online 7/6, 13, 20, 27, 8/3, 8/10	240.00
Total Julie Spicer			240.00
Karen Curren Bill	07/01/2020	HH program Bird Kits - SRC pd by HH Friends	300.00
Total Karen Curren			300.00
Lily Gershon Bill	07/01/2020	7/14 online prog @ BF - remaining balance	250.00
Total Lily Gershon			250.00
Michelle Erickson Bill	07/01/2020	annual auto ins reimbursement	195.00
Total Michelle Erick			195.00
Noah's Ark Animal Bill	Workshop, Inc 07/01/2020	c. HH Juv prog	1,069.50
Total Noah's Ark An	imal Workshop	Inc.	1,069.50
Orkin Bill Bill	07/01/2020 07/01/2020	Treatment of carpenter bees @ BF monthly treatment @ St	300.00 64.47
Total Orkin			364.47
Owen Frank Bill	07/01/2020	Reimb -for purchase of shelf	75.58
Total Owen Frank			75.58
Pam Lee Bill	07/01/2020	mileage reimbursement 3/20	13.17
Total Pam Lee			13.17
Robert Rogers Pup Bill	pet Company 07/01/2020	7/8 prog @ HH	395.00
Total Robert Rogers	Puppet Compa	ny	395.00
Sciencetellers Bill	07/01/2020	7/21 online HH program	295.00
Total Sciencetellers			295.00
Shannah Warwick Bill	07/01/2020	What's in Your Head - online program 7/21 pd w/grant funds	250.00
Total Shannah Warw	ick		250.00
TechSoup Bill Bill Bill	07/01/2020 07/01/2020 07/01/2020	Photoshop & Premiere Elements 2020 Bundle x 22/Office Standard 2019 x 50 Adobe Acrobat Pro 2020 for Windows Adobe Acrobat Pro 2020 for Windows	2,544.00 110.00 110.00

2:54 PM

07/01/20

### Chemung County Library District General Fund Unpaid Bills Detail As of July 1, 2020

Туре	Date	Memo	Open Bala
Bill	07/01/2020	Office Standard 2019 x 50 & Photoshop/Premiere Elements 2020 Bundle #6	2,112.00
Total TechSoup			4,876.00
Vasco Brands, Inc Bill Bill Bill	07/01/2020 07/01/2020 07/01/2020	cleaning supplies all libraries cleaning supplies all libraries cleaning supplies all libraries	280.12 91.08 820.71
Total Vasco Brands	, Inc.		1,191.91
Vicki locca Bill	07/01/2020	Teen SRC prog prize offering -#50 masks	200.00
Total Vicki locca			200.00
TOTAL			23,122.68

2:46 PM

07/07/20

## Chemung County Library District Grant Fund Unpaid Bills Detail As of July 16, 2020

Туре	Date	Memo	Open Balance
Baker & Taylor Bo Bill	ooks 07/16/2020	Reference materials	467.10
Total Baker & Tayle	or Books		467.10
Midwest Tape, LL Bill	C 07/16/2020	CBA educational DVDs June	1,088.59
Total Midwest Tape	e, LLC		1,088.59
Recorded Books Bill	07/16/2020	eMagazines for 2020-2021	14,250.00
Total Recorded Boo	oks		14,250.00
TAL			15,805.69

8:47 AM

07/09/20

# **Chemung County Library District General Fund** Unpaid Bills Detail As of July 16, 2020

Baker & Taylor Booke       3.041         Bill       07/16/2020       Book purchase St Juv - April-May-June       3.041         Total Baker & Taylor Books       3.960       3.960         Bill       07/16/2020       Book purchase Bkm-April-May-June       333         Total Baker & Taylor Books       3.960       3.960         Bill       07/16/2020       Audiobooks purchase - ST - April-May-June       333         Total Backstone Publishing       3337       337         Bill       07/16/2020       tavel reimbursement for 12/3/19-6/30/20       307         Total Bryan Boynton       307       307       307         Bill       07/16/2020       Computer equipment/Amazon Prime/Monthly hosting fees       233         Bill       07/16/2020       Computer equipment/Amazon Prime/Monthly hosting fees       233         Bill       07/16/2020       7/28 - virtual online program - St Teen       200         Total Cris Johnson       200       2020       2020         Bill       07/16/2020       7/28 - virtual online program - St Teen       200         Total Didgeridoo Down Under       500       500       500         Bill       07/16/2020       2020 A	Туре	Date	Мето	Open Balance
Bill       07/16/2020       Book purchase Bkm-April-May-June       18         Total Baker & Taylor Books       3,966       3,966         Blackstone Publishing       337       337         Total Blackstone Publishing       337       337         Total Boxtstone Publishing       337       337         Bill       07/16/2020       travel reimbursement for 12/3/19-6/30/20       307         Total Boxtstone       Computer equipment/Amazon Prime/Monthly hosting fees       237         Bill       07/16/2020       Computer equipment/Amazon Prime/Monthly hosting fees       2,881         Total Channang       Computer equipment/Amazon Prime/Monthly hosting fees       2,881         Total Channang       Computer equipment/Amazon Prime/Monthly hosting fees       2,000         Total Channang       Computer equipment/Amazon Prime/Monthly hosting fees       2,000         Total Channang       7/28 - virtual online program - St Teen       200         Total Chi Johnson       2000       7/16/2020       7/28 - virtual online program - St Teen       200         Total Didgeridoo Down Under       Bill       07/16/2020       200 Annual magazine & newspaper renewal all libraries       6,330         Total Didgeridoo Down Under       Bill	Baker & Tay	lor Books		
Blackstone Publishing Bill   07/16/2020   Audiobooks purchase - ST - April-May-June   337     Total Blackstone Publishing   337     Bill   07/16/2020   travel reimbursement for 12/3/19-6/30/20   307     Total Bryan Boynton   307     Chemung Canal Trust Company   207     Bill   07/16/2020   Computer equipment/Amazon Prime/Monthly hosting fees   237     Dill   07/16/2020   Makerspace conf.supplies & equip/Quarantine reading club prizes/Comp Equip & Prog   2.881     Total Chemung Canal Trust Company   3.119   200     Total Didgeridoo Down Under   500   200     Bill   07/16/2020   1H virtual SRC program 8/7-pd w/HH Friends \$   500     Total Didgeridoo Down Under   500   500   500     Bill   07/16/2020   VE June AV   1.901     Bill   07/16/2020   VE June AV   1.901     Bill   07/16/2020	Bill	07/16/2020	Book purchase St Juv -April-May-June Book purchase Bkm-April-May-June	3,947.44 18.98
Bill   07/16/2020   Audiobooks purchase - ST - April-May-June   333     Total Blackstone Publishing   337     Bryan Boynton   337     Bill   07/16/2020   travel reimbursement for 12/3/19-6/30/20   307     Total Bryan Boynton   307     Chemung Canal Trust Company   307     Bill   07/16/2020   Computer equipment/Amazon Prime/Monthly hosting fees   237     Total Dishonon   200   201     Bill   07/16/2020   Computer equipment / Amazon Prime/Monthly hosting fees   200     Cris Johnson   200   200     Didgeridoo Down Under   200     Bill   07/16/2020   7/28 - virtual online program - St Teen   200     Total Chi Johnson   200   200     Didgeridoo Down Under   500   500     Bill   07/16/2020   7/28 - virtual online program 8/7-pd w/HH Friends \$   6,330     Total Disperidoo Down Under   500   500   500     EBSCO Information Services   6,330   6,330     Bill   07/16/2020   202 Annual magazine & newspaper renewal all libraries   6,330     Total Disperidoo Down Under   1,901   1,901   1,901     Staudiobooks June   7,973   1,931   1,901     Total Disp	Total Baker	& Taylor Books		3,966.42
Total Blackstone Publishing   337     Bryan Boynton   337     Bill   07/16/2020   travel reimbursement for 12/3/19-6/30/20   307     Total Shan Boynton   307     Total Shan Boynton   307     Bill   07/16/2020   Computer equipment/Amazon Prime/Monthly hosting fees   237     Bill   07/16/2020   Computer equipment/Amazon Prime/Monthly hosting fees   237     Chemung Canal Trust Company   2,881   217     Total Chemung Canal Trust Company   3,119     Cris Johnson   200     Bill   07/16/2020   7/28 - virtual online program - St Teen   200     Didgeridoo Down Under   500   500   500     Total EbsCO Information Services   6,330   500     Bill   07/16/2020   1H virtual SRC program 8/7-pd w/HH Friends \$   500     Total EbsCO Information Services   6,330   6,330     AldtWest Tape   1,901   1,901     Bill   07/16/2020   VE June AV   1,901     Bill   07/16/2020   St audiobooks June   1,316     Criat Indivest Tape   1,901   1,916     Bill   07/16/2020   St audiobooks June   6,530     Ciat Indivest Tape   5633   6533     Bill				
Bill   07/16/2020   travel reimbursement for 12/3/19-6/30/20   307     Total Bryan Boynton   307     Total Bryan Boynton   307     Chemung Canal Trust Company   237     Bill   07/16/2020   Computer equipment/Amazon Prime/Monthly hosting fees   237     Total Bryan Boynton   2,881   237     Bill   07/16/2020   Makerspace conf.supplies & equip/Quarantine reading club prizes/Comp Equip & Prog   2,881     Total Chemung Canal Trust Company   3,119   3,119     Total Cris Johnson   200   200     Total Didgeridoo Down Under   200     Bill   07/16/2020   HH virtual SRC program 8/7-pd w/HH Friends \$   500     Total Didgeridoo Down Under   500   500     Bill   07/16/2020   2020 Annual magazine & newspaper renewal all libraries   6,330     Contal Didgeridoo Down Under   500   500     Bill   07/16/2020   VE June AV   1,901     Bill   07/16/2020   VE June AV   1,901     Bill   07/16/2020   St audiobooks June   7,973     Bill   07/16/2020   St audiobooks June   6533     Otal MidWest Tape   6533   6533     Dritin   677   675     Bill   07/1	Bill	07/16/2020	Audiobooks purchase - ST - April-May-June	337.98
Bill   07/16/2020   travel reimbursement for 12/3/19-6/30/20   307     Total Bryan Boynton   307     Chemung Canal Trust Company   Computer equipment/Amazon Prime/Monthity hosting fees   237     Bill   07/16/2020   Makerspace conf, supplies & equip/Quarantine reading club prizes/Comp Equip & Prog   2,681     Total Chemung Canal Trust Company   3,119   200     Cris Johnson   200   200     Total Cris Johnson   200     Bill   07/16/2020   HH virtual online program - St Teen   200     Total Cris Johnson   200   200     Bill   07/16/2020   HH virtual SRC program 8/7-pd w/HH Friends \$   500     Total Didgeridoo Down Under   500   500   500     Bill   07/16/2020   2020 Annual magazine & newspaper renewal all libraries   6,330     AidWest Tape   1991   1,991   1,991     Bill   07/16/2020   St audiobooks June   7,973     Bill   07/16/2020   St audiobooks June   6,530     Ortal MidWest Tape   6,530   6,530     Ortin   6,716/2020   monthily treatment @ St   6,631     Total Information Services   6,633   6,530     Bill   07/16/2020   monthily treatment @ St   6,70	Total Blackst	one Publishing		337.98
Chemung Canal Trust Company   Bill   07/16/2020   Computer equipment/Amazon Prime/Monthly hosting fees   237     Bill   07/16/2020   Makerspace conf, supplies & equip/Quarantine reading club prizes/Comp Equip & Prog   2,881     Total Chemung Canal Trust Company   3,119     Total Chemung Canal Trust Company   3,119     Total Chemung Canal Trust Company   200     Didgeridoo Down Under   500     ESECO Information Services   6,330     Bill   07/16/2020   2020 Annual magazine & newspaper renewal all libraries   6,330     Total EBSCO Information Services   6,330   1,901     Bill   07/16/2020   VE June AV   1,901     Bill   07/16/2020   St audiobooks June   7,973     Bill   07/16/2020   Transparent Language & Economist E-magazine annual fee   3,167.     Total Orkin   67.   67.  <			travel reimbursement for 12/3/19-6/30/20	307.57
Bill   07/16/2020   Computer equipment/Amazon Prime/Monthity hosting fees   237     Bill   07/16/2020   Makerspace conf, supplies & equip/Quarantine reading club prizes/Comp Equip & Prog   2,861     Total Chemung Canal Trust Company   3,119   3,119     Total Chemung Canal Trust Company   200     Total Chemung Canal Trust Company   200     Total Cris Johnson   200     Bill   07/16/2020   7/28 - virtual online program - St Teen   200     Total Didgeridoo Down Under   500   500     ESCO Information Services   6,330     Bill   07/16/2020   2020 Annual magazine & newspaper renewal all libraries   6,330     Total EBSCO Information Services   6,330   6,330     Bill   07/16/2020   VE June AV   1,901     Bill   07/16/2020   VE June AV   1,901     Bill   07/16/2020   St audiobooks June   7,973     Bill   07/16/2020   St audiobooks June   6,531     Total Orkin   67.   67.     Total Orkin   67.   67.     Total Orkin   67.   67.     Total Cris Johnson   67.   67.     Bill   07/16/2020   mail machine quarterly lease   663.     Total Orkin	Total Bryan E	Boynton		307.57
Bill   07/16/2020   Computer equipment/Amazon Prime/Monthity hosting fees   237     Bill   07/16/2020   Makerspace conf.supplies & equip/Quarantine reading club prizes/Comp Equip & Prog   2,861     Total Chemung Canal Trust Company   3,119   3,119     Total Chemung Canal Trust Company   200     Total Cris Johnson   200     Bill   07/16/2020   7/28 - virtual online program - St Teen   200     Total Didgeridoo Down Under   500   500     EBSCO Information Services   6,330     Bill   07/16/2020   2020 Annual magazine & newspaper renewal all libraries   6,330     Total EBSCO Information Services   6,330   6,330     Bill   07/16/2020   VE June AV   1,901     Bill   07/16/2020   VE June AV   1,901     Bill   07/16/2020   St audiobooks June   7,973     Bill   07/16/2020   St audiobooks June   7,973     Bill   07/16/2020   mail machine quarterly lease   663.31     Total Orkin   67.   67.     Total Orkin   67.   67.     Total MidWest Tape   67.   67.     Bill   07/16/2020   mail machine quarterly lease   663.31     Total Orkin   67.   67.	Chemung Ca	anal Trust Con	npany	
Cris Johnson     07/16/2020     7/28 - virtual online program - St Teen     200       Total Cris Johnson     200       Didgeridoo Down Under     200       Bill     07/16/2020     HH virtual SRC program 8/7-pd w/HH Friends \$     500       Total Didgeridoo Down Under     500     500       EBSCO Information Services     6,330       Bill     07/16/2020     2020 Annual magazine & newspaper renewal all libraries     6,330       Fotal EBSCO Information Services     6,330     6,330       IdidWest Tape     1901     1,901       Bill     07/16/2020     VE June AV     1,901       Bill     07/16/2020     St audiobooks June     1,316       Total MidWest Tape     11,190     7,973       Bill     07/16/2020     St audiobooks June     67.       Total MidWest Tape     11,190     67.       Drkin     Bill     07/16/2020     monthly treatment @ St     66.31       Bill     07/16/2020     monthly treatment @ St     66.31       Otal Pitney Bowes     5663.1     5663.1       Idotal Pitney Bowes     5663.1     5663.1       Bill     07/16/2020	Bill	07/16/2020	Computer equipment/Amazon Prime/Monthly hosting fees	237.98 2,881.07
Bill       07/16/2020       7/28 - virtual online program - St Teen       200         Total Cris Johnson       200         Didgeridoc       Down Under       500         Bill       07/16/2020       HH virtual SRC program 8/7-pd w/HH Friends \$       500         Fotal Didgeridoc       Down Under       500         EBSC O Information Services       6,330         Bill       07/16/2020       2020 Annual magazine & newspaper renewal all libraries       6,330         AidWest Tape       1,901       1,901       1,901         Bill       07/16/2020       VE June AV       1,901         Bill       07/16/2020       St audiobooks June       1,901         Total Didgeridoc       07/16/2020       St audiobooks June       1,901         Total MidWest Tape       11,190       11,190       11,190         Orthin       Bill       07/16/2020       monthly treatment @ St       67.         total Orkin       07/16/2020       mail machine quarterly lease       563.1         otal Pitney Bowes       563.1       63.1       63.1         Bill       07/16/2020       Streaming video & Transparent Language & Economist E-magazine annual fee       3,167.	Total Chemu	ng Canal Trust	Company	3,119.05
Total Cris Johnson   200     Didgeridoo Down Under   500     Bill   07/16/2020   HH virtual SRC program 8/7-pd w/HH Friends \$   500     Total Didgeridoo Down Under   500   500     EBSCO Information Services   6,330.     Bill   07/16/2020   2020 Annual magazine & newspaper renewal all libraries   6,330.     fotal EBSCO Information Services   6,330.   6,330.     WidWest Tape   1,901.   1,901.     Bill   07/16/2020   St audiobooks June   7,973.     Bill   07/16/2020   St audiobooks June   1,316.     Total MidWest Tape   11,190.   11,190.     Drin   Bill   07/16/2020   St audiobooks June     Strin   07/16/2020   monthly treatment @ St   663.4     Otal Orkin   67.   67.     Total Pitney Bowes   563.4     Bill   07/16/2020   mail machine quarterly lease   563.4     Total Pitney Bowes   563.4   563.4     Bill   07/16/2020   Streaming video & Transparent Language & Economist E-magazine annual fee   3,167.0     Otal Recorded Books   3,167.0   3,167.0   3,167.0     Bill   07/16/2020   SRC 7/29 virtual program for St - Aliens - pd by Friends   295.0				
Diggeridoo   Down Under   500     Bill   07/16/2020   HH virtual SRC program 8/7-pd w/HH Friends \$   500     Total Didgeridoo   Down Under   500     EBSCO Information Services   6,330     Bill   07/16/2020   2020 Annual magazine & newspaper renewal all libraries   6,330     Fotal EBSCO Information Services   6,330   6,330     WidWest Tape   1,901   7,973     Bill   07/16/2020   St audiobooks June   1,901     Total MidWest Tape   1,001   7,973     Bill   07/16/2020   St audiobooks June   1,316     Total MidWest Tape   11,190   1,316     Total Orkin   67.   67.     Total Orkin   67.   67.     Pille   07/16/2020   monthly treatment @ St   67.     Total Orkin   67.   67.   67.     Pille   07/16/2020   mail machine quarterly lease   563.4     Bill   07/16/2020   mail machine quarterly lease   563.4     Cotal Pitney Bowes   563.4   563.4     Bill   07/16/2020   Streaming video & Transparent Language & Economist E-magazine annual fee   3,167.0     Cotal Recorded Books   3,167.0   3,167.0   3,167.0	Bill	07/16/2020	7/28 - virtual online program - St Teen	200.00
Bill       07/16/2020       HH virtual SRC program 8/7-pd w/HH Friends \$       500         Total Didgeridoo       Down Under       500         EBSCO Information Services       6,330.         Bill       07/16/2020       2020 Annual magazine & newspaper renewal all libraries       6,330.         Total EBSCO Information Services       6,330.       6,330.         WidWest Tape       1,901.       6,330.         Bill       07/16/2020       St audiobooks June       1,901.         Bill       07/16/2020       St audiobooks June       1,916.         Total Didgeridoo       07/16/2020       St audiobooks June       1,916.         Total Orkin       07/16/2020       monthly treatment @ St       67.         Solil       07/16/2020       mail machine quarterly lease       563.         Bill       07/16/2020       mail machine quarterly lease       563.         Solil       07/16/2020       mail machine quarterly lease       563.         Solil       07/16/2020       Streaming video & Transparent Language & Economist E-magazine annual fee       3,167.0         Solal Recorded Books       3,167.0       3,167.0       3,167.0         Solil       07/16/2020 <td>Total Cris Joł</td> <td>nson</td> <td></td> <td>200.00</td>	Total Cris Joł	nson		200.00
Total Didgeridoo Down Under     500       EBSCO Information Services     6,330       Bill     07/16/2020     2020 Annual magazine & newspaper renewal all libraries     6,330       VidWest Tape     6,330       Bill     07/16/2020     WE June AV     1,901       Bill     07/16/2020     St audiobooks June     1,901       Still     07/16/2020     St audiobooks June     1,316       Total Didgerido     07/16/2020     St audiobooks June     1,11,190       Drkin     Bill     07/16/2020     monthly treatment @ St     67.       Total Orkin     67.     67.     67.       Dill I     07/16/2020     monthly treatment @ St     66.31       Ordial Orkin     67.     67.     67.       Stall Piney Bowes     563.1     67.       Bill     07/16/2020     mail machine quarterly lease     563.1       Stall Piney Bowes     563.3     563.3       Bill     07/16/2020     St reaming video & Transparent Language & Economist E-magazine annual fee     3,167.0       Otal Recorded Books     3,167.0     3,167.0     3,167.0       Bill     07/16/2020     SRC				
Bill     07/16/2020     2020 Annual magazine & newspaper renewal all libraries     6,330.       Total EBSCO Information Services     6,330.       MidWest Tape     1,901.       Bill     07/16/2020     St audiobooks June     7,973.       Bill     07/16/2020     St audiobooks June     1,316.       Fotal Kill     07/16/2020     St audiobooks June     6,7.       Total MidWest Tape     11,190.     11,190.       Drkin     Bill     07/16/2020     monthly treatment @ St     67.       Total Orkin     67.     67.     67.       Bill     07/16/2020     monthly treatment @ St     66.3.4       Total Orkin     67.     67.     67.       Total Pitney Bowes     563.4     563.4     563.4       Bill     07/16/2020     Streaming video & Transparent Language & Economist E-magazine annual fee				500.00
Bill       07/16/202       2020 Annual magazine & newspaper renewal all libraries       6,330.         Total EBSCO Information Services       6,330.       6,330.         WidWest Tape Bill       07/16/2020       WE June AV       1,901.         Bill       07/16/2020       St audiobooks June       7,973.         Bill       07/16/2020       St audiobooks June       1,316.         Total MidWest Tape       11,190.       11,190.         Drkin Bill       07/16/2020       monthly treatment @ St       67.         Total Orkin       67.       67.         Pitney Bowes Bill       07/16/2020       mail machine quarterly lease       563.0         Total Pitney Bowes Bill       07/16/2020       mail machine quarterly lease       563.0         Total Recorded Books Bill       07/16/2020       Streaming video & Transparent Language & Economist E-magazine annual fee       3,167.0         Total Recorded Books Bill       07/16/2020       Streaming video & Transparent Language & Economist E-magazine annual fee       3,167.0         Total Recorded Books       3,167.0       3,167.0       3,167.0         Total Recorded Books       295.0       3,167.0         Total Sciencetellers       SRC 7/29 virtual program f				500.00
Total EBSCO Information Services     6,330.       MidWest Tape     1,901.       Bill     07/16/2020     St audiobooks June     7,973.       Bill     07/16/2020     St audiobooks June     1,316.       Fotal AlidWest Tape     11,190.     11,190.       Drkin     67.     67.       Dritey Bowes     563.1     67.       Bill     07/16/2020     mail machine quarterly lease     563.1       Total Pitney Bowes     563.1     67.       Bill     07/16/2020     mail machine quarterly lease     563.1       Total Pitney Bowes     563.1     563.1       Bill     07/16/2020     Streaming video & Transparent Language & Economist E-magazine annual fee     3,167.0       Total Recorded Books     3,167.0     3,167.0     3,167.0       Bill     07/16/2020     SRC 7/29 virtual program for St - Aliens - pd by Friends     295.0       Total Sciencetellers     295.0     <				0.000.04
WidWest Tape     0,330.       Bill     07/16/2020     WE June AV     1,901.       Bill     07/16/2020     St audiobooks June     1,316.       Total MidWest Tape     11,190.     11,190.       Drkin     Bill     07/16/2020     monthly treatment @ St     67.       Total Orkin     67.     67.     67.       Total Pitney Bowes     563.4     67.       Bill     07/16/2020     mail machine quarterly lease     563.4       Total Pitney Bowes     563.4     563.4       Bill     07/16/2020     Streaming video & Transparent Language & Economist E-magazine annual fee     3,167.0       tecorded Books     3,167.0     3,167.0     3,167.0       till     07/16/2020     SRC 7/29 virtual program for St - Aliens - pd by Friends     295.0       total Sciencetellers     295.0     295.0     295.0       total Sciencetellers     295.0     295.0				
Bill   07/16/2020   WE June AV   1,901.     Bill   07/16/2020   St audiobooks June   7,973.     Bill   07/16/2020   St audiobooks June   1,316.     Total MidWest Tape   11,190.   11,190.     Drkin   Bill   07/16/2020   monthly treatment @ St   67.     Total Orkin   67.   67.   67.     Dittey Bowes   563.1   67.     Bill   07/16/2020   mail machine quarterly lease   563.3     Total Pitney Bowes   563.4   563.4     Bill   07/16/2020   Streaming video & Transparent Language & Economist E-magazine annual fee   3,167.0     Total Recorded Books   3,167.0   3,167.0   3,167.0     Bill   07/16/2020   Streaming video & Transparent Language & Economist E-magazine annual fee   3,167.0     Stecorded Books   3,167.0   3,167.0   3,167.0     Bill   07/16/2020   Streaming video & Transparent Language & Economist E-magazine annual fee   3,167.0     Stecorded Books   3,167.0   3,167.0   3,167.0     Bill   07/16/2020   Streaming video & Transparent Language & Economist E-magazine annual fee   3,167.0     Stecorded Books   3,167.0   3,167.0   3,167.0     Bill   07/16/2020 <td></td> <td></td> <td></td> <td>6,330.61</td>				6,330.61
Bill     07/16/2020     St audiobooks June     7,973.       Bill     07/16/2020     St audiobooks June     1,316.       fotal MidWest Tape     11,190.       Drkin     Bill     07/16/2020       Bill     07/16/2020     monthly treatment @ St     67.       Orkin     67.     67.       Bill     07/16/2020     monthly treatment @ St     67.       Orkin     67.     67.       Pitney Bowes     563.4       Bill     07/16/2020     mail machine quarterly lease     563.4       Total Pitney Bowes     563.4       Bill     07/16/2020     Streaming video & Transparent Language & Economist E-magazine annual fee     3,167.0       Streaming video     Transparent Language & Economist E-magazine annual fee     3,167.0       Total Recorded Books     3,167.0     3,167.0       Bill     07/16/2020     SRC 7/29 virtual program for St - Aliens - pd by Friends     205.0       otal Sciencetellers     205.0     205.0     205.0			WE June AV	1 901 26
Bill     07/16/2020     St audiobooks June     1,316.       Fotal MidWest Tape     11,190.       Drkin     Bill     07/16/2020       Bill     07/16/2020     monthly treatment @ St     67.       Cotal Orkin     67.       Pitney Bowes     563.4       Bill     07/16/2020     mail machine quarterly lease     563.4       Cotal Pitney Bowes     563.4     563.4       Recorded Books     563.4     563.4       Bill     07/16/2020     Streaming video & Transparent Language & Economist E-magazine annual fee     3,167.0       Cotal Recorded Books     3,167.0     3,167.0     3,167.0       Bill     07/16/2020     Streaming video & Transparent Language & Economist E-magazine annual fee     3,167.0       Steiencetellers     Bill     07/16/2020     SRC 7/29 virtual program for St - Aliens - pd by Friends     295.0       Cotal Sciencetellers     295.0     295.0     295.0     295.0				7,973.31
Drkin Bill     07/16/2020     monthly treatment @ St     67.       Total Orkin     67.       Pitney Bowes Bill     07/16/2020     mail machine quarterly lease     563.4       Total Pitney Bowes     563.4     563.4       Stecorded Books Bill     07/16/2020     Streaming video & Transparent Language & Economist E-magazine annual fee     3,167.0       Otal Recorded Books     3,167.0     3,167.0     3,167.0       Otal Recorded Books     3,167.0     3,167.0       Bill     07/16/2020     Streaming video & Transparent Language & Economist E-magazine annual fee     3,167.0       Otal Recorded Books     3,167.0     3,167.0       Dill     07/16/2020     SRC 7/29 virtual program for St - Aliens - pd by Friends     295.0       Otal Sciencetellers     295.0       Otal Sciencetellers     295.0	Bill	07/16/2020	St audiobooks June	1,316.02
Bill     07/16/2020     monthly treatment @ St     67.       Total Orkin     67.     67.       Pitney Bowes     67.     67.       Bill     07/16/2020     mail machine quarterly lease     563.4       Total Pitney Bowes     563.4     563.4       Bill     07/16/2020     Streaming video & Transparent Language & Economist E-magazine annual fee     3,167.0       Total Recorded Books     3,167.0     3,167.0     3,167.0       Bill     07/16/2020     SRC 7/29 virtual program for St - Aliens - pd by Friends     295.0       Total Sciencetellers     295.0     295.0	Total MidWes	t Tape		11,190.59
Total Orkin     67.       Pitney Bowes     63.4       Bill     07/16/2020     mail machine quarterly lease     563.4       Total Pitney Bowes     563.4     563.4       Recorded Books     563.4     563.4       Bill     07/16/2020     Streaming video & Transparent Language & Economist E-magazine annual fee     3,167.0       Total Recorded Books     3,167.0     3,167.0     3,167.0       Sciencetellers     Bill     07/16/2020     SRC 7/29 virtual program for St - Aliens - pd by Friends     295.0       Total Sciencetellers     295.0     295.0     295.0		07/40/0000		
Pitney Bowes Bill 07/16/2020 mail machine quarterly lease 563.4 Total Pitney Bowes 563.4 Recorded Books Bill 07/16/2020 Streaming video & Transparent Language & Economist E-magazine annual fee 3,167.0 Total Recorded Books 3,167.0 Streaming video & Transparent Language & Economist E-magazine annual fee 3,167.0 Streaming video & Transparent Language & Economist E-magazine annual fee 3,167.0 Streaming video & Transparent Language & Economist E-magazine annual fee 3,167.0 Streaming video & Transparent Language & Economist E-magazine annual fee 3,167.0 Streaming video & Transparent Language & Economist E-magazine annual fee 3,167.0 Streaming video & Transparent Language & Economist E-magazine annual fee 3,167.0 Streaming video & Transparent Language & Economist E-magazine annual fee 3,167.0 Streaming video & Transparent Language & Economist E-magazine annual fee 3,167.0 Streaming video & Transparent Language & Economist E-magazine annual fee 3,167.0 Streaming video & Transparent Language & Economist E-magazine annual fee 3,167.0 Streaming video & Transparent Language & Economist E-magazine annual fee 3,167.0 Streaming video & Transparent Language & Economist E-magazine annual fee 3,167.0 Streaming video & Transparent Language & Economist E-magazine annual fee 3,167.0 Streaming video & Transparent Language & Economist E-magazine annual fee 3,167.0 Streaming video & Transparent Language & Economist E-magazine annual fee 3,167.0 Streaming video & Transparent Language & Economist E-magazine annual fee 3,167.0 Streaming video & Transparent Fee 3,167.0 Streaming video & Transparent Language & Economist E-magazine annual fee 3,167.0 Streaming video & Transparent Fee 3,167.0 Streaming video & T		07/16/2020	monthly treatment @ St	67.16
Bill     07/16/2020     mail machine quarterly lease     563.1       Fotal Pitney Bowes     563.1       Recorded Books     563.1       Bill     07/16/2020     Streaming video & Transparent Language & Economist E-magazine annual fee     3,167.0       Total Recorded Books     3,167.0     3,167.0       Bill     07/16/2020     Streaming video & Transparent Language & Economist E-magazine annual fee     3,167.0       Sciencetellers     Bill     07/16/2020     SRC 7/29 virtual program for St - Aliens - pd by Friends     295.0       Total Sciencetellers     295.0     295.0     295.0				67.16
Total Pitney Bowes     563.4       Recorded Books     563.4       Bill     07/16/2020     Streaming video & Transparent Language & Economist E-magazine annual fee     3,167.0       Total Recorded Books     3,167.0     3,167.0       Bill     07/16/2020     SRC 7/29 virtual program for St - Aliens - pd by Friends     295.0       Total Sciencetellers     295.0			mail machine quarterly lease	502.00
Recorded Books     3,167.0       Bill     07/16/2020     Streaming video & Transparent Language & Economist E-magazine annual fee     3,167.0       Total Recorded Books     3,167.0     3,167.0       Bill     07/16/2020     SRC 7/29 virtual program for St - Aliens - pd by Friends     295.0       Total Sciencetellers     295.0			mail machine quartery lease	
Bill     07/16/2020     Streaming video & Transparent Language & Economist E-magazine annual fee     3,167.0       Total Recorded Books     3,167.0       Sciencetellers     3,167.0       Bill     07/16/2020     SRC 7/29 virtual program for St - Aliens - pd by Friends     295.0       Otal Sciencetellers     295.0	10000000000000000000000000000000000000			563.88
Sciencetellers     07/16/2020     SRC 7/29 virtual program for St - Aliens - pd by Friends     295.0       Total Sciencetellers     295.0	Bill	07/16/2020	Streaming video & Transparent Language & Economist E-magazine annual fee	3,167.00
Bill     07/16/2020     SRC 7/29 virtual program for St - Aliens - pd by Friends     295.0       otal Sciencetellers     295.0	otal Recorde	d Books		3,167.00
otal Sciencetellers 295.0			SRC 7/29 virtual program for St - Aliens - pd by Friends	295.00
	otal Sciencet	ellers		295.00
	AL			30,045.26

### Document #2020-40

# **Report of the July 1, 2020 meeting of the Executive Committee of the Chemung County Library District:**

The meeting came to order at 6:00pm. Attending the meeting in person or via Zoom from the Executive Committee were Rachel Dworkin, Jack Schamel, and Phyllis Rogan. Holly Melott and Ronald Shaw, CCLD management were also present. Other board members in attendance were Pat Silvernail, Lee Saginario, Karl Schwesinger, Kevin Hansen, Bonnie Chollet, and Penny Appenzellar.

Ms. Dworkin called the meeting to order at 6:00 p.m.

UNPAID BILLS: Ms. Melott submitted the Unpaid Bill List dated 7/1/20 for the General Fund - \$23,122.68. Ms. Silvernail moved, seconded by Ms. Rogan to approve payment of the bills as submitted in writing. **VOTE: Unanimously Approved**.

Director Ron Shaw gave the following reports:

- The estate of Olga Krazinski donated \$262,945.38 to the Steele Memorial Library for purchase of non-fiction items. Mr. Shaw proposed that the monies be delegated to the Steele Foundation for enhanced investment purposes, he will pursue this matter with the estate lawyer.
- Curbside service is being well received. We continue to monitor and follow state regulations and will open to patrons as soon as it is feasible.
- A meeting with CSEA officers is scheduled for Tuesday, July 7, to discuss questions concerning reopening.
- Steele will be available for use as a voting site for the library board election.

The meeting adjourned at 6:15 pm. The next meeting of the Executive Committee of the Chemung County Library District will be held on Wednesday, August 5, 2020 at 6pm via Zoom or in person in the Petrie Conference Room of the Steele Memorial

### Document #2020-41

# **Report of the July 8, 2020 meeting of the Budget & Finance Committee of the Chemung County Library District.**

Attending the meeting via Zoom was CCLD board member Mr. Jack Schamel. Also in attendance Holly Melott and Ron Shaw, CCLD Administration. The meeting opened at 8:45 a.m.

Ms. Melott presented the May 31, 2020 Financial Report to the Committee. The report will be forwarded to the full CCLD board for its consideration.

Ms. Melott presented the Unpaid Bill List dated 6/18/20 for the General Fund - \$49,407.95 and Grant Fund - \$867.99 The Unpaid Bills Details will be forwarded to the full CCLD board for its consideration.

A preliminary copy of the proposed 2021 budget was distributed and discussed among members, approval will be sought at the July Board meeting on Thursday the 16th.

The meeting adjourned at 8:55am. The next meeting of the Budget & Finance Committee will be held on Wednesday, August 12, 2020, in the Petrie Conference Room of the Steele Memorial

### Document #2020-42

# Report of the July 1, 2020 meeting of the Buildings & Grounds Committee of the Chemung County Library District

The meeting opened at 5:30 pm. Present via Zoom or in person were Mr. Karl Schwesinger, Ms. Rachel Dworkin, Ms. Lee Saginario, Ms. Phyllis Rogan, Ms. Bonnie Chollet, Ms. Pat Silvernail, and Mr. Kevin Hansen. Also attending were Holly Melott and Ronald Shaw, CCLD Management.

The Committee received reports on the following:

- #7 Employees participated in a training session covering use of the electronic sign at Steele
- Staff have come to an agreement about a color palette for the breakroom at Steele, Mr. Shaw will be in touch with Bob Butcher
- Work on the boiler project at Steele has slowed down, but completion by the end of July is anticipated. No word from New York State about construction funds, estimated arrival of \$150,000 in November
- New doors are being built and installed on one of the storage sheds at Steele
- Orkin treated for carpenter bees at the Big Flats Branch, a second treatment will be done in the fall, followed by patching of the damaged area

The meeting adjourned at 5:40pm.

The next regular meeting of the Buildings & Grounds Committee will be held on Wednesday, August 5, 2020 at 5:30pm via Zoom and in the Petrie Conference Room at the Steele Memorial Library.